



County of San Diego, Planning & Development Services
**SITE PLAN DESIGN REVIEW CHECKLIST
EXEMPTION - APPLICANT'S GUIDE**
ZONING DIVISION

Please use this checklist to determine whether your application is complete before you bring it in for filing. If your application is not complete, it may not be accepted for processing. You will save yourself time and money if you make use of this checklist in preparing your submittal.

PART I: DOCUMENTS

You must include the following documents with your submittal at the time you file your application.

- ☐ Application – Applicant must complete, sign and date [PDS-346](#) Application and [PDS-346S](#) Supplemental Application. See Part II for more information.
- ☐ Evidence of Legal Parcel [PDS-320](#). Applicant completes the top portion. Applicant **must** provide satisfactory evidence of legal parcel status at intake. See [PDS Policy G-3](#) for further information.
- ☐ Disclosure Statement [PDS-305](#) must be completed, signed and dated.
- ☐ Agent Authorization (if applicable). A signed letter authorizing the applicant to apply for a permit is necessary if the applicant is not the owner(s).
- ☐ Acknowledgment of Filing Fees and Deposits [PDS-126](#). Applicant should sign the back of the application to acknowledge that additional deposits may be required after the initial deposit. This assists the County in seeking full recovery of the processing costs (Board of Supervisors [Policy B-29](#)).

PART II: APPLICATION FORMS

The completion of the application forms is important because missing or inaccurate information could delay the processing. Be sure to fill out all application forms completely as indicated below.

PDS-346

- ☐ Complete the front of this form. The back of this form will be completed at the time of submittal.

PDS-346S

- ☐ The purpose of this supplement is to provide a thorough description of the site's proposed use. This part of the application is very important because it provides information which is used in the analysis of the project and preparation of recommendations and conditions of the permit. Answer only the questions under the **FOR MAJOR/MINOR USE PERMITS, ADMINISTRATIVE PERMITS, AND SITE PLANS ONLY** section. In the Description of Proposed Use section, identify the Zoning Ordinance Section which requires the Site Plan. Provide as much information as necessary to enable the Site Plan to be evaluated according to the specific criteria set forth in the Zoning Ordinance. Reference the appropriate sections for context and criteria.

PART III: PLOT PLAN

As a part of the application you must provide plot plans folded to 8½" x 11" size with the lower right hand corner exposed. Multiple sheet plot plans must be stapled into sets. For the amount of hard copies required [see coversheet of application](#); (One (1) additional plot plan in addition to those required above for wireless facilities).

- ☐ LEGIBILITY – The plot plan must be legible. Faded prints or excessively dark prints which are difficult to read or reproduce clearly are not acceptable.



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- ☐ **NORTH ARROW/SCALE** – A north arrow is necessary to establish the direction. An engineer's scale is required (e.g., 1 inch = 20 feet) on all plot plans.
- ☐ **ASSESSOR'S NUMBER (APN)** – Include the Assessor's Book, Page and Parcel Number on the plot plan.
- ☐ **DIMENSIONS** – Show all the following dimensions: Exterior property lines, width of roads and easements, size of structures, setbacks from property lines and centerlines to existing and/or proposed structures, distances between detached structures, parking areas and driveways.
- ☐ **ELEVATIONS** – Complete architectural elevations of all sides of the building(s) are required. Indicate structure heights and dimensions and whether they are existing or proposed. All finish materials must be indicated on the drawing. Elevations should be shown on a separate drawing.
- ☐ **STRUCTURES** – Show all existing and proposed structures and their dimensions and floor area. This would include buildings, sheds, storage areas and recreational facilities such as swimming pools and playgrounds. Label if structures are existing or proposed. Label buildings and open area as to their use. Show fences, walls, trash enclosures or dumpster locations. Indicate height where applicable.
- ☐ **PEDESTRIAN AND VEHICULAR CIRCULATION AND PARKING** – Show walkways, driveways, entrances, exits and parking lot areas with all dimensions. Label handicapped parking spaces. Indicate the number of standard and handicapped spaces. No compact parking spaces allowed. Show contiguous streets with centerlines and all easements. Show parking for service and delivery vehicles and loading and unloading areas.
- ☐ **DRAINAGE** – Indicate any natural drainage (including streams) and any proposed drainage systems. Show the slopes of the property and any proposed grading.
- ☐ **EXISTING NATURAL FEATURES** – Indicate trees with over six (6) inch trunk diameters, streams, rock outcroppings, and locations of flood zones. Extensive natural features may be shown on a separate drawing.
- ☐ **LANDSCAPED AREAS** – Areas suitable for landscaping must be shown. Include the size and species of both existing and proposed plantings. Indicate any removal of existing trees. Extensive landscaping information may be shown on a separate drawing.
- ☐ **BUFFERING AND SCREENING** – Show areas to be screened and materials for screening.
- ☐ **SIGNS** – Show all existing signs to remain and proposed signs. Include elevation drawings with dimensions (area and height) and construction materials indicated and proposed method of illumination.
- ☐ **LIGHTING** – Show locations and types of all project lighting.
- ☐ **UTILITIES** – Show location of all utility lines and easements.
- ☐ **Grading** – A preliminary grading plan must be filed with a Site Plan conforming to all requirements of Section 87.203 of the San Diego County Code of Regulatory Ordinances, except that it shall not be required to show the estimated grading starting and completion dates. The level of detail required may be less than would be required for actual construction, but shall be sufficient to permit analysis of all on-site and off-site environmental impacts and mitigation measures.
 - ☐ The preliminary grading plan shall be on a separate sheet and cannot be incorporated into the plot plan for the project.
- ☐ **FENCING** – Show existing and proposed fencing including heights and materials.



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- ☐ TOPOGRAPHY – Show existing and proposed typography and grading. This may be combined with above information only for very minor slopes and/or grading.
- ☐ PHOTOGRAPHS – Show site conditions. Include any buildings within 400 feet on properties adjacent to the project site. Photographs should also be taken looking from the site as well as into the site. On an attached plot plan indicate the locations where these photographs were taken and the direction of the view.
- ☐ FINISH MATERIALS – Applicant must bring color samples of all finish materials to the Design Review Board hearing. We do not need to collect these items at intake.

NOTE: It is important to know that, if approved, the plot plan associated with the Design Review Checklist Exemption will dictate the development of the property. Anything shown on the building permit application that is not shown on the approved Site Plan plot plan will not be allowed. Changes to the plot plan, after approval, require another Site Plan or Design Review Checklist be filed.

- ☐ APPLICABLE FEES – Please refer to PDS-369 for appropriate fees.

Additional items that will be required AFTER Design Review Checklist Exemption approval and BEFORE ISSUANCE OF BUILDING PERMIT:

1. **A complete and detailed Landscape Plan.**

ADDITIONAL SITE PLAN REQUIREMENTS FOR WIRELESS FACILITIES

- ☐ PLOT PLAN – One (1) additional plot plan. In addition to the requirements for Site Plans, all plot plans shall show:
 - ☐ The height of the facility with evidence that the proposed facility is designed to the minimum height required. If the tower will exceed the maximum permitted height limit as measured from grade, include a discussion in the required report of the physical constraints (topographic features, etc.) making the additional height necessary.
 - ☐ The lease area of the proposed facility clearly identified.
- ☐ If the facility frequency is 1,200 megahertz or less submit a copy of the Federal Communications Commission Licensing Application Form 601, Main Form, Pages 1 through 4, Schedule A, Page 1, Schedule D, Page 1 and Schedule H, Pages 1 through 3.
- ☐ Three (3) copies of a Geographic Service Area map identifying the geographic service area for the subject installation and the applicant's existing sites in the local service network associated with the gap the facility is meant to close and a description of how this service area fits into and is necessary for the company's service network.
- ☐ Three (3) copies of a Visual Impact Analysis showing the maximum silhouette, viewshed analysis, color and finish palette and proposed screening, photo simulations and a map depicting where the photos were taken.
- ☐ Three (3) copies of a Concept Landscape Plan showing all proposed landscaping, screening and proposed irrigation with a discussion of how the chosen material at maturity will screen the site.
- ☐ If located in a County Park, a letter of concurrence with the application from the Director, Department of Parks and Recreation.
- ☐ A letter stating the applicant's willingness to allow other carriers to co-locate wherever technologically and economically feasible and aesthetically desirable.

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- ☐ Three (3) copies of a report containing the following:
 - ☐ Description of anticipated maintenance and monitoring program.
 - ☐ Manufacturer's specifications for all noise generating equipment and a depiction of the equipment location in relation to adjoining properties.
 - ☐ If not in a preferred zone or preferred location as identified in Section 6986, provide a map of the geographical area and a discussion of preferred sites that could serve the same area as the proposed site and a description of why each preferred site is not technologically or legally feasible.
 - ☐ Listing of hazardous materials to be used on-site.
 - ☐ If on high voltage transmission tower, a demonstration that the facility increases the bulk and scale of the tower by less than 5 percent.